



# Fee Policy

## GENERAL FEE INFORMATION

### Confirmation Fee

To secure the student's enrolment, a \$200 Confirmation Fee is payable prior to the student's entry to the College. This fee is non-refundable and is not deducted from tuition fees.

### Quarterly Payment of Fees

Fees are billed on a quarterly (per term) basis and are payable within 7 days of the commencement of each term. The Fee Statement is emailed to the address supplied unless otherwise advised.

The tuition provides for a wide range of academic services provided by the College. Incidental expenses such as subject levies and academic excursions (Years 8-12), are charged separately each term.

All transactions are processed in Australian dollars (AUD) and include GST where applicable.

### Other costs

Other charges may be charged from time to time to cover items such as camps and optional activities.

### Sibling discounts

The following family discounts for tuition fees will apply for families who have more than one child enrolled concurrently:

2nd child – 20%

3rd child – 40%

4th child – 60%

5th child – 80%

### Mid-Term enrolment

Fees will be charged pro rata for students enrolled after the first week of the term.

### Absence

The College does not remit fees if a student is absent for any period during the term.

### Joint and Several Liability for College Fees

Each Parent/Guardian (including step-parents) who has signed the College Enrolment Information Form is jointly and severally liable for the payment of all fees and charges levied by the College. Any variation to split fees between parties must be applied for in writing to the Principal.

### In case of financial difficulty

Where possible the College is prepared to work with families that are experiencing short periods of financial difficulty. If you have any issues in relation to the payment of your fees please contact the Finance Office or the College Business Manager.

*Realising the Potential Within*

## OVERDUE ACCOUNTS

### Cancellation of enrolment

Overdue accounts, including those where agreements for the payment have not been honoured, will result in a review of the student's continuing enrolment at the College.

### Recovery of fees and charges

Default in payment of fees and other charges render the Parent/Guardian/person responsible for payment of College fees liable to legal action for recovery of the unpaid fees or other charges. Any additional costs incurred by the College to recover overdue fees will be added to the balance of the account in default.

### Optional activities if fees outstanding

Students will be unable to enrol in optional College activities (including music tuition and tours) unless all the agreed College fees have been paid.

## CANCELLATION OF ENROLMENT

The Principal has the authority to apply student disciplinary measures in accordance with the College Code of Behaviour and Behaviour Management Protocols which may result in the cancellation of enrolment. Should this occur, no refund of tuition fees will be made available.

### Withdrawal

**Should you choose to withdraw your child from enrolment, you must supply written notice to the College one full term (a minimum of 8 school weeks) prior to the date of withdrawal.** One term's tuition fees will be charged should a student be withdrawn without sufficient notice being provided. Verbal notification is not considered due notice.

## METHOD OF PAYMENT

Direct Debit    BPay    Credit Card    Cheque    Cash    EFTPOS

### Security Policy

When making payments via Parent Lounge your financial details are passed through a secure server using the industry standard 256-bit SSL (secure sockets layer) encryption technology.

## FEE PAYMENT CONDITIONS

You agree to abide by the terms of the Fee Payment Policy issued by the College and published on its website <http://www.rivermount.net/our-college/policies>.

You agree to pay as they fall due, all fees and expenses in accordance with the terms set forth in the Fee Payment Policy and Fee Schedule issued by the College from time to time. Enrolment may be suspended should fees become overdue without good reason acceptable to the College. The College may withhold a student's academic report or testimonial until all outstanding fees are paid.

You agree to give one term's written notice of intent to withdraw your child from enrolment or pay one term's tuition fees in lieu of such notice.

Appropriate recovery action may commence after the due date for payment of fees. Any additional costs incurred by the College to recover overdue fees may be added to the balance of the account in default.

Both Parents/Guardians must sign the section titled 'Payment of College Fees' on the Enrolment Information Form unless written notification is provided to the College that one party is solely responsible for the payment of the tuition fees and charges levied by the College. Each signatory is jointly and severally liable for payment of all fees and charges levied by the College from time to time.

